

MINUTES
Regular Session
THE DESIGN REVIEW BOARD
TOWN OF CAMP VERDE COUNCIL CHAMBERS
FEBRUARY 24, 2009
3:00 PM

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Board motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. Call to Order

The meeting was called to order at 3:00 p.m.

2. Roll Call

Chairperson Binick, Vice Chairperson Norton, Board Members Brinkman, Holguin, and P&Z Commissioner Liaison Buchanan were present; Member Hough arrived at 3:02 p.m.; Member Darby arrived at 3:13 p.m.

Also Present: Community Development Director Nancy Buckel, Sr. Planner Mike Jenkins, Asst. Planner Jenna Paulsen, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Binick.

4. Consent Agenda - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

a. Minutes for approval

December 09, 2008 – Special Session
December 23, 2008 – Regular Session
January 13, 2009 – Special Session
January 27, 2009 – Regular Session

b. Set Next Meeting, Date and Time:

As Needed

On a motion by Brinkman, seconded by Norton, the Consent Agenda was unanimously approved as presented, with the exception of the Minutes of December 23, 2008.

On a motion by Hough, seconded by Brinkman, the Minutes of December 23, 2008 were unanimously approved.

Chairperson Binick reminded the Board that pursuant to recent Council policy the next meeting will be set when determined as needed, and the Members will be advised accordingly.

At the time Item 4 was first addressed, there was insufficient quorum of those in attendance to approve the Minutes of December 23, 2008;

following the hearing on Item 6, after a full slate of those in attendance were now present, it was agreed to reopen Item 4 in order to expedite routine action.

5. Call to the Public for Items not on the Agenda

There was no public input.

6. Discussion and presentation on Conceptual Review of DRB 2009-06: An application by Jim Lawler, agent for Westcreek Visions, LLC, owner of parcel 403-15-001Q zoned M1 & C3. Phase one of approx. 4.77 acres will be for the Mortuary, Crematory and a portion of the Cemetery. The entire parcel is 17.125 acres and is located between Old 279 & SR 260 approx 4.3 miles towards Cottonwood from I-17.

There was no action taken.

Sr. Planner Mike Jenkins outlined the project that will include the Funeral Home, parking lot, access road from Hwy. 260, with Mausoleums proposed for the future. Jenkins explained that the Community Development Director, together with the Town Engineer and Sr. Planner visited the site and have listed issues to be addressed, including researching the ownership status, responsibility for improvements, and requirement for an access permit from ADOT in connection with the proposed access roadway; outdoor lighting, parking and landscaping requirements will be addressed at a later point in the project.

Barry Boudreaux, project architect, whose firm specializes in designing cemeteries and funeral homes nationally, gave a Power Point presentation to explain and illustrate details of the planned project and the styles, heights and functions of the buildings to be constructed in this phase, as well as the eventual master plan and landscaping proposed.

During the presentation, the Board members discussed with Mr. Boudreaux various issues including location of the HVAC system, zoning, signage, and the use, storage and disposal of chemicals in compliance with EPA standards. In regard to the proposed crematory, Mr. Boudreaux said he was confident that there would be no adverse impact on air quality but agreed to check with the appropriate agency. In response to a question about future expansion onto an adjoining 6.23-acre parcel, owner **Steven Palmer** stated that it had been sold and was no longer under consideration. The Board also discussed with staff the uses on surrounding properties.

Following the presentation and discussion, Chairperson Binick stated that for a conceptual review the applicant had presented a very thorough package that was very well prepared, with many of the usual issues already covered. There was general agreement among the Board members with that comment.

(Note: Item 4 was reopened at 3:48 in order to take routine action on

approving the Minutes of December 23, 2008.)

7. Discussion and presentation on new visual library for Section 124.

(continued from 1-27-09 meeting)

There was no action taken.

Staff was requested to determine whether pictures can be added administratively to the visual library after its original formal public hearing and adoption.

Binick briefly reviewed the origin of the concept of creating a portfolio of architectural example, or photo library, that would provide guidance, or a menu of ideas, for applicants in designing their projects.

Asst. Planner Paulsen gave a slide presentation illustrating how the photos that had been collected had been organized into categories, or groups featuring windows, doors, roofs, porches, fences, or lighting fixtures. Following the presentation, the Board discussed with staff suggestions for possible additional photos, including more examples of lighting, dumpster shielding, parapets, and solar panels. There was also some discussion on methods of providing copies of the visual library for the convenience of the applicants.

(Note: Board Member Hough requested to be excused from the meeting due to work pressures during the discussion on Item 7, and left at 3:51 p.m.)

8. Board Informational Reports:

Binick reported on his attendance at the quarterly report presentations at the Council meeting; the issues being addressed in connection with construction and placement of solar panels were shared with Council.


Darby commented on his concern regarding the use and appearance of the attached sign on the Dollar General building. *(There was a brief discussion of those concerns and the responsibility of the Design Review Board, including input from staff; a future agenda item will be included in order to address the matter fully.)*

9. Staff Report

There was no staff report.

10. Adjournment

On a motion by Brinkman, seconded by Darby, the meeting was adjourned at 4:20 p.m.



James Binick, Chairperson



~~Nancy Buckel~~, Community Development Director

ACTING

MIKE JENKINS

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Design Review Board of the Town of Camp Verde during the Regular Session of the Design Review Board, Camp Verde, Arizona, held on the 24th day of February 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 25th day of August, 2009

Margaret Harper
Margaret Harper, Recording Secretary